

VACANCY NOTICE
RHODE ISLAND JUDICIARY

Title of Position:	<u>Office Manager</u>	Classification Code:	<u>00424600</u>
Salary Range:	<u>Gr. 4424A \$41,372 - \$48,346</u>	Reference Position Number:	<u>2710-10500-#06</u>
Department or Agency Name:	<u>Judicial</u>	Application Period:	<u>September 12 - 21, 2008</u>
Division/Section/Unit:	<u>Supreme Court</u>		
Shifts and Days:	<u>Monday - Friday 1st</u>	Job Location:	<u>Providence County</u>
Restrictions/Limitations:	<u>Pending Availability of Funds</u>		
Position Covered by Collective Bargaining Union Agreement:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Name of Bargaining Unit:	<u>Judicial, Professional & Technical Employees Union - Local 808</u>		

INSTRUCTIONS

STATE EMPLOYEE: Applications are now being accepted for the position(s) indicated. Please complete fully the CS-14 Application form; and the RIEEO 378 Affirmative Action Card. Remember to include either on the application or within a cover letter, both the Position Title and Number.

MOST IMPORTANT- please include the following information:

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| ◆ The title of the position for which you are applying | ◆ Date you entered State service |
| ◆ Name of department where you are currently employed | ◆ Your business telephone number |
| ◆ Title of your present position and date you entered it | ◆ Present Union Affiliation *** |
- ***In certain agencies, bargaining union applicants will receive preferential consideration according to contract

NON STATE EMPLOYEE: Please submit an Application Letter and Resume to the address below. Please include the Position Title and Number.

MEDICAL INFORMATION: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules and Regulations of the Americans with Disabilities Act (ADA)

DUTIES /RESPONSIBILITIES:

Within the Appellate Screening Unit of the Supreme Court, the Office Manager will perform a wide range of high level administrative and legal secretarial duties to assist the five (5) attorneys in the operation of the Unit. The duties and responsibilities will include, but not be limited to: answering phones; filing; recordkeeping and case-tracking; scheduling prebriefing conferences; coordinating multiple schedules of judges and attorneys; handling routine inquiries from attorneys and litigants about scheduling and procedure; collating, copying and distributing confidential memoranda to the Supreme Court Justices; finalizing drafts of memoranda prepared by the attorneys in the Unit, including formatting, proofreading, checking for typographical, spelling, and grammatical errors, and checking legal citations for accuracy and format; Shepardizing cases; maintaining office statistics; handling merge mail and other correspondence; preparing draft orders; obtaining office supplies; assisting the Unit's attorneys with the carrying out of their duties; and performing other work as directed by the Chief Staff Attorney and the attorneys. The work requires communication with the Clerk's Office, the staff in the Office of the Chief Justice and the Supreme Court Justices, the Administrative Assistant to the Chief Justice, as well as members of the public and members of the bar.

EDUCATION/EXPERIENCE/SPECIAL REQUIREMENTS:

Education as may be gained through graduation from a senior high school or GED; however an associate's degree is preferred. Education should be supplemented by legal secretarial training and/or courses in word processing, data entry, and office management along with experience gained through employment in a legal office or court setting involving complex clerical and administrative procedures, or any combination of education and experience that shall be substantially equivalent to the above education and experience. Knowledge of proper legal citation forms and experience with Microsoft Word, Excel, e-mail, and office calendaring necessary. The candidate must have excellent interpersonal skills, exceptional organizational and communication skills, both oral and written, and the ability to work independently and as part of a team. Must also maintain the strictest standards of confidentiality and exercise discretion in communicating within the Court and with members of the bar and the public.

Apply within the application period as shown in this announcement. **NOTE:** Some state union contracts allow a 3 day grace period for receipt of application. This Office does not assume responsibility for applications sent through the mail.

SEND RESUME AND/OR CS-14 Application to:

Stephen A. King
Assistant State Court Administrator/Employee Relations
250 Benefit Street
Providence, RI 02903
Fax: 401-222-2625

TDD#: 401-222-3269

(Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER

AMERICAN WITH DISABILITIES ACT (ADA) PROVISIONS

Reasonable Accommodation:

If an applicant is unable to perform any essential job functions because of his/her disability, but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.

CS-376 Rev. (2/05)